

Flow Cytometry Facility Scheduling Procedures

1. Signing-up:

(1). Access appropriate web site: following web instruction,

For FACSCalibur, www.calendars.net/cals/FACS

For DiVa sorter, www.calendars.net/cals/NIAMS

For Cyan, www.calendars.net/cals/NIAMSLSR

(2). Time-use limitation:

FACSCalibur/Cyan: 4 hours during working hours will be the maximum allowed if reservations have been made at least 24 hours in advance; There are no time limits for after hours use(6:00PM to 8:00AM), but used should be scheduled.

DiVa sorter: sorting time must be scheduled at least 48 hours in advance with confirmation by the Facility Director; exceptions for some emergency situations can be arranged through the facility director.

(3). Fluorochrome information (DiVa only) must be provided when you make reservations.

(4). You must register in the calendar even during the period after working hours.

2. Operation and cancellation:

(1). FACSCalibur and Cyan: time slots not used within 10 minutes of the reservation start time will be forfeited. Anyone who can not finish his/her operation within the signed time must yield to the next scheduled user.

(2). FACS DiVa sorter: cancellation must be made at least 24 hours in advance, except for some uncontrolled circumstances.

(3). If you do not need time slot, please remove your name from the calendar and notify the Facility Director or Operator.

3. Start-up and Shut-down procedures:

The procedures for the FACSCalibur will be posted on the machine and must be followed by all users.

4. Data analysis procedures:

Data analysis must be done on personal computer. The facility has an analysis work station that you are more than welcome to use as well.